SYDNEY BUSINESS & DEVELOPMENT INSTITUTE
REFUND APPLICATION FORM

Please submit your completed form to SBDI or forward to accounts@sbdi.edu.au. No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party. According to our refund policy the Application/Enrolment fee is NOT refundable. Where a refund is approved, SBDI will make payment of refunds within 28 days of receipt of the *Refund Application Form*.

STUDENT DETAILS:

First Name:		Family Name:	
Student ID:		Date of Birth:	/ /
Contact Number:		Email:	
Address:			
Original Payment Method:	◯ Direct Deposit ◯ Other:_____	Payment Date:	/ /
Reason for Refund:			

(If you require more space please attach a separate sheet. Please include independent, original or certified documentary evidence in your application

REFUND PAYMENT DETAILS: Refund will be processed in Australian Dollars.

◯	I Agree for Sydney Business & Development Institute to refund to a third party other than my student personal account.	Requested Amount:	$

Refund Options:

◯ Credit Card:	Use details from card payment form _____
◯ Direct Deposit into Bank Account:	BSB No: _____ Account No:_____ Account Name: _____ Bank Name: _____ Branch Address:_____ SWIFT Code (Overseas): _____

(SBDI will NOT be held responsible if any of the following details are incorrect.)

STUDENT DECLARATION:

I have read the refund policy and understand the terms and conditions. I am aware of the academic and financial consequences of the above request and have sought appropriate advice on these matters. I understand and agree to be bound by the institution policies and deadlines for the processing of refunds. I declare that the information I have given on this application is correct and understand that by knowingly making false or misleading statements that I may be liable for prosecution. I also authorize the SBDI to gather and obtain any necessary information pertaining to this application.

I agree to the conditions of this Refund Application and declare that I am the person to whom this refund is to be paid.

Student Signature: _____ Date: ____ /____ /____

Sydney Business & Development Institute
Nat. Prov. No 91192 CRICOS No 02725B

VERSION 1.01556A/2022

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REFUND CALCULATION FOR:

Mr. / Ms. _____ Student ID: _____

Please be advised that your request for refund of tuition fees has been approved according to the following code.

Reason Code	Reasons
◯ VR	Visa refused
◯ WDA	Withdrawal notified in writing and received by Sydney Business & Development Institute 28 days or more prior to the course commencement
◯ WDB	Withdrawal notified in writing and received by Sydney Business & Development Institute less than 28 days prior to the course commencement and before the commencement date
◯ RSCA	Course cancelled or rescheduled by SBDI
◯ WDC	

REFUND CALCULATION TABLE

Tuition Fee paid:	(Label A)	Others Fee paid:	(Label B)

Course Commencement date:	/ /	Withdrawal notification date:	/ /
Days of notice provided in writing:	days		

Reason Code VR or RSCA: Refund 100% of the amount identified at Label A and other Refundable fees. *(Evidence that the student visa was refused or the course was rescheduled or cancelled by SBDI is required)*	Refund remitted $
Reason Code WDA: Refund 70% of the amount identified at Label A and other Refundable fees	Refund remitted $
Reason Code WDB: Refund 50% of the amount identified at Label A and other Refundable fees	Refund remitted $
Reason Code WDC: No refund	No refund
Reason Code VRO: Refund of unused tuition fees and other Refundable fees (withdrawal must be requested prior to the agreed start date)	Refund remitted $

FINANCE DEPARTMENT ONLY				
Prepared by:			Refund Amount:	$
Authorized by:		Payment Processed by:	Date:	/ /

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